

***BUDGET AND FINANCE***  
***COURSE POINT OF CONTACT, SUSAN UGLOW 757-4107***  
***DEBRA DENT, COORDINATOR 757-9103***

**UPDATED: 04 MAY 2000**

ANALYZING FUNDS USAGE DOCUMENTS

BUDGET ESTIMATING TECHNIQUES

FEDERAL APPROPRIATIONS LAW

FEDERAL BUDGET PROCESS

INTRODUCTION TO NAVY WORKING CAPITAL FUND

INTRODUCTION TO FINANCIAL AND MANAGERIAL ACCOUNTING

PRINCIPLES OF NAVY BUDGET

<b>COURSE TITLE:</b>	<b>ANALYZING FUNDS USAGE DOCUMENTS</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477087	05-06 June 00	16 May 00
477088	16-17 August 00	26 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m. (Day 1) and 8:00 a.m. - 12:00 p.m. (Day 2)	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and documents used by NAVAIR. This course focuses on the major fund usage documents and the responsibilities of program office, budget, accounting, and financial personnel in analyzing these documents.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>* Discuss the relationship between budget execution and fund usage documents.</li> <li>* Differentiate between the purpose of fund usage documents, and when given sample data, select the correct one to be prepared.</li> <li>* Prepare selected fund usage documents. Fund usage documents include: Order for Work and Services. Military Interdepartmental Purchase Request. Interdepartmental Purchase Request. Request for Contractual Procurement. Order for Work and Services/direct Citation. Contracts.</li> <li>* Describe the criteria and perform a 31USC 1301(a) and 31 USC 1517 review of fund documents.</li> </ul>	
<b>AUDIENCE:</b>	Budget, accounting and financial personnel (GS-5 through GS-12) who prepare, review and approve fund usage documents.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. However, they must be nominated by and attend along with the government person they support.	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None.	

<b>COURSE TITLE:</b>	<b>BUDGET ESTIMATING TECHNIQUES</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
476226	16-18 August 00	29 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed for individuals having budget responsibility for their organization. It uses lectures, class readings, and practical exercises to actually forecast a budget for various organizations. The Object Codes presented in Circular A-11 are explained and are the basis for various estimating exercises. The 8 standard estimating techniques are presented, explained, and are used in practical exercises. The logic behind the Full Time Equivalent concept is explored. Attendees will estimate FTE requirements, Lapse Rates and personnel cost.	
<b>OBJECTIVES:</b>	Upon completion of the course, attendees should be able to: * Define and use common budget terms * Estimate both dollar and the FTE requirements for personnel * Estimate a budget for an organization using the most appropriate method for Object Class identified	
<b>AUDIENCE:</b>	This course is appropriate for anyone who requires the skills necessary to prepare a government budget.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$375.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>FEDERAL APPROPRIATIONS LAW</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
476406	26-29 June 00	16 May 00
476407	28-31 August 00	04 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	Appropriations Law is constantly changing as decisions of the Comptroller General are issued on a daily basis; there is no “absolutely correct answer for today and always”. Emphasis is placed on teaching participants where to find the answers to common questions. The course consists of lectures, workshops, and team efforts with heavy emphasis on case studies designed to illustrate the process and procedures. Topics include: nature of appropriation law, life cycle of an appropriation, interpretation of an appropriation, authorization versus appropriation, appropriation versus apportionment, continuing resolutions, obligations and liability and relief. Materials will include Vol. 1, 2 and 3 of Principles of Appropriations Law manual (red book).	
<b>OBJECTIVE:</b>	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> <li>* Analyze availability of funds</li> <li>* Understand the impact of the various types of funds available</li> <li>* Operate under continuing resolutions</li> <li>* Know the ground rules for “reprogramming” funds</li> <li>* Identify legal and valid obligations</li> <li>* Apply the “necessary expense” rule for expenditures</li> <li>* Comprehend the difference between “liability” and “relief”</li> </ul>	
<b>AUDIENCE:</b>	This course is appropriate for anyone who must understand the legal aspects of federal spending and who must approve/disapprove expenditure of funds.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 days	
<b>COST:</b>	\$475.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>FEDERAL BUDGET PROCESS</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
476403	14-15 August 00	24 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	<p>This course provides attendees with an introduction to the Federal budgeting process. It covers budgeting terms, responsibilities, schedules, processes, and decision points. Participants will be given a scenario and will generate a budget request to form a new department. Their request will flow through the entire approval process and the first year of operation. There will be no "school solution" or required answer. Each attendee will "assume" several different roles in the process and will be required to make hard decisions. The course will include: overview of the entire budget process, limitations and controls of the process, the budget cycle, work measurement, standard object classes, evolution of the budget process, role of various agencies and department, the Antideficiency Act and accounting concepts.</p>	
<b>OBJECTIVE:</b>	Upon completion of training, participants should have a clear understanding of the budget process.	
<b>AUDIENCE:</b>	This course is particularly useful to employees new to government or new to budgeting.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO NAVY WORKING CAPITAL FUND</b>	
<b>VENDOR:</b>	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476413	<b>DATE:</b> 19-21 September 00	<b>NOMINATION DEADLINE:</b> 08 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course discusses the major concepts and processes involved in the Navy Working Capital Fund (NWCF) and introduces the financial operations of Navy and Marine Corps activities. It is divided into six units which includes: Introduction of NWCF concepts, policies and operations; provides an introduction to general accounting principles and the applicability to the NWCF; describes basic cost accounting concepts including elements of cost and expense, and overhead expense; details cost accounting and billing procedures and processes; defines budgeting for a working capital fund activity; and describes methods of cost control and analysis of financial statements.	
<b>OBJECTIVE:</b>	Upon completion of the training, students should be able to: understand the NWCF, its criteria, processes and role in the budgeting process, and policies that influence the NWCF process.	
<b>AUDIENCE:</b>	Financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers and civilian employees who are working under a Navy Working Capital Fund and entry level and intermediate employees in other occupational series working in financial management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are not eligible to attend this course.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO FINANCIAL AND MANAGERIAL ACCOUNTING</b>	
<b>VENDOR:</b>	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 484581	<b>DATE:</b> 29-31 August 00	<b>NOMINATION DEADLINE:</b> 04 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides an overview of managing appropriated funds in the Department of Navy. It is divided into four units, including: functions of management, organizational characteristics and process, legislation, comptroller and managerial relationships; managerial and allotment accounting, policies; accounting issues, processes and types of appropriation accounting, expenditures and reports; and the Fleet accounting system.	
<b>OBJECTIVE:</b>	Upon completion of the course, students should understand the type of monetary data required to advance organizational goals within an uncertain environment of increased competition, exploding technology, and turbulent social and political conditions.	
<b>AUDIENCE:</b>	Entry level financial management employees, GS-500 series, who are grades GS-5 through GS-11; junior military officers working in financial management; and entry-level and intermediate employees in other occupational series who are working in financial management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by the government supervisor or Program Manager and forwarded to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>PRINCIPLES OF NAVY BUDGET</b>	
<b>VENDOR:</b>	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476416	<b>DATE:</b> 18-20 July 00	<b>NOMINATION DEADLINE:</b> 29 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides an overview of the policies and procedures used to develop budgets in the Department of the Navy (DoN) as it relates to the Planning, Programming, Budget System (PPBS) cycle. It is divided into seven units including: an introduction to the PPBS cycle and terms; identification of key budget players; history, goals and policies of the PPBS, legislation, major programs unit identification codes, timeline; planning strategies and forces structure; Program Objectives Memorandum (POM), Future Years Defense Program (FYDP), Resources Allocation Display (RAD), three phases of the programming stage; budget formulation and review process; and budget execution.	
<b>OBJECTIVE:</b>	Upon completion of the course, students should understand Navy budget procedures.	
<b>AUDIENCE:</b>	Entry-level financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers working in financial management, and entry level and intermediate employees in other occupational series who are working in financial management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are not eligible to attend this course.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None.	



